

## **WORK HEALTH & SAFETY**

### Objective

To achieve a safe, healthy, low risk work environment, the commitment and co-operation of all our elected members, staff, contractors, volunteers, visitors and other personnel defined as workers by the Work Health & Safety Act 2011 is essential.

### Scope

All workers:

- Employees
- Trainees or apprentices
- Volunteers
- Work experience students
- Contractors or sub-contractors
- Employees of a contractor or sub-contractor

### Policy

Council believes that during the delivery of services and facilities to the Gilgandra Community, and the public in general, there are no jobs or tasks that are so important as to warrant the performance of an unsafe act.

The Council will conduct its activities to provide a work environment which:

- Protects the health, safety and welfare of all people affected by our workplace activities
- Actively encourages employee consultation in all matters affecting health & safety
- Promotes employee participation in minimising risk in work practices by providing the necessary resources and training
- Strives for continuous improvement in our health & safety performance to comply with the legislative requirements of the WHS Act 2011 and WHS Regulation 2017 and achieve appropriate standards
- Free of discrimination and harassment

### Management's Responsibility

The promotion and maintenance of workplace health and safety is primarily the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is management's responsibility to develop, implement and keep under review, in consultation with its employees, the Council's WHS Program.

## Specific Responsibilities

### a) **Managers**

Each manager is required to ensure that this policy and the WHS Program is developed and effectively implemented in their areas of control, and to support supervisors and hold them accountable for their specific responsibilities.

### b) **Supervisors**

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measures to ensure:

- that in the area of their control the WHS Program is complied with and employees are supervised and trained to meet their requirements under this Program
- that employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management.

### c) **Workers**

All personnel defined as workers by the Work Health & Safety Act 2011 are required to co-operate with the WHS Policy and Programs and instructions to ensure their own health & safety and the health and safety of others in the workplace.

### d) **Contractors And Sub-Contractors**

All contractors and sub-contractors engaged to perform work on the shires premises or locations are required, as part of their contract, to comply with workplace health and safety policies, procedures and programs of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

In support of this Policy Council will:

- comply with or exceed the spirit or intent of all relevant legislation and subsidiary codes, and provide the resources necessary to meet these requirements
- involve staff in workplace health & safety matters and consult with them in ways of eliminating or controlling risks in the workplace
- provide information, training, education and instruction to enable staff and volunteers to perform their duties in a safe and healthy environment
- adopt a risk management approach, in consultation with staff, to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks
- encourage the rehabilitation of injured staff through post-injury management procedures
- promote health & safety awareness by the development and implementation of safe work practices

- conduct inspections of the workplace, in consultation with the relevant staff, to identify, assess and control hazards
- require all staff, contractors, volunteers and visitors to comply with all relevant WHS legislation and subordinate documents and to report all injuries and incidents, and participate and assist in accident investigations to prevent reoccurrence
- Annually review the Council WHS performance as part of a continuous improvement plan and report to the Safety Committee

## Relevant Legislation

Work Health and Safety Act 2011 (NSW)

Work Health and Safety Regulation 2017 (NSW)

Safe Work Australia – Worker Representation & Participation Guide

## Associated Documents

Council's Recover at Work Policy and procedure

Council's EEO Policy

ISO AS/NZ 4801:2001 Occupational health and safety management systems - Specifications with guidance for use

Guide to the Work, Health and Safety Act 2011

WHS Responsibility, Authority and Accountability (WHSMS-002);

Work, Health and Safety Consultation, Cooperation, and Coordination: Code of practice 2019

WHS Consultation and Communication (WHS-004)

<b>Responsible Officer:</b>	Director Corporate Services		
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